

	<h1 style="text-align: center;">Information Bulletin</h1>	
US Army Corps of Engineers Engineer Research and Development Center	Topographic Engineering Center <i>U.S. Army 1999 Research & Development Organization of the Year</i>	February 7, 2002 Number 03-02

O F F I C I A L

Foreign Travel Requirements

When traveling to a foreign country on official business, the following requires must be met. To ensure your mission is not delayed, you (the traveler) must complete the following:

- Verify the validity of your official passport - official passports take approximately 6-8 weeks to process.
- Verify Country requirements, i.e., visa stamp required in passport.
- Complete and forward an ERDC/DA Form 2374 to your local ERDC Travel Office not less than **45 days** prior to departure.

This will begin the country/theater clearance requirement - most countries require a minimum of 30 days lead time (this is from the date the country receives it).

Travel also must receive the approved ENG Form 4960 signed by your Laboratory Director (indicate any requested leave in box 3).

The forms and information above can be found on the Travel web page at:
<https://erdinfo.erd.usace.army.mil/lm/travel/index.htm>

If you have questions or need assistance, please contact the ERDC Travel Office. (Terri Norman, Chief, Transportation Branch, CEERD-LM-IT, (217) 373-6708 (voice), (217) 373-6743 (fax))

Miscellaneous Expenses Claimed on TDY Vouchers

The attached document clarifies what reimbursement is allowed for necessary travel and transportation-related miscellaneous expenses incurred on official business. All other items should be purchased using the Visa IMPAC card. If use of the Visa IMPAC card is not possible, you must claim any item not listed in JTR C4709 using the SF 1164.

The following statement must be added to the SF 1164, "I certify this claim is true and correct, that there was an unforeseen and urgent reason to spend my funds, and that I have not received credit or payment".

If you have questions or need assistance, please contact the ERDC Travel Office. (Terri Norman, Chief, Transportation Branch, CEERD-LM-IT, (217) 373-6708 (voice), (217) 373-6743 (fax))



Black History Month Activity

In recognition of Black History Month, the HECSA EEO Black Employment Program Committee will present A Portrayal of “Reflections of the Past ... Visions of the Future” on Feb. 12 at the GAO Auditorium, 7th Floor from 10 to 11:30 a.m.

For more information, contact Henry McLain at (703) 761-8611.

Bulletin Publication Change

With the establishment of an ERDC-wide Information Bulletin, which will be published every 2 weeks, individual site Bulletins will now be published in the “off” weeks. Please keep this in mind when submitting articles and information for the site Bulletin. The next Alexandria Site Information Bulletin will be published on Feb. 21.

Commander’s Mailbox

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees’ questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, “ERDC Commander.” Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

FOR THE DIRECTOR

JACKIE L. BRYANT
Public Affairs Office

U N O F F I C I A L

Condolences

Condolences are extended to the family of James Garster (TR-A), on the recent passing of his mother-in-law. Contributions collected from TEC team members were donated to the American Cancer Society of Virginia.

Thank You

Thanks to Ed Butterworth, TS-F, and Laura Dwyer and Nancy Ferris, TO-H, for volunteering to be Science Fair Judges at Robert E. Lee High School on Jan. 31.

For Sale

Science Diet Adult Dog Food, beef and chicken flavors, 17 cans/\$20. (Art Cage, 428-7818)